



Committee called to order by Heather Leavell, Co-Chairman, on September 13, 2011 at 7:15 p.m.

**Members present:** Jackie Bates, Sarah Burks, Co-Chair, Heather Leavell, Co-Chair, James McGough, Trustee Emeritus, Paul McGaffigan, Treasurer, Terry Shaoul, Recording Secretary, Christine Sharbrough, Aimee Taberner, Co-Chair, Geraldine Tremblay.

**Absent Members:** Arthur Bush, Roly Chaput, Dan Johnson. **Advisors and Guests:** Chuck Luca, Suzanne Pekow, Elisabeth Taylor.

**Minutes of August 9, 2011** - A. Taberner made motion to approve the minutes of August 9, 2011 as corrected. C. Sharbrough second. Unanimously approved.

**Treasurer's Report** - P. McGaffigan distributed the Treasurer's Report. We still have some outstanding bills. H. Leavell made motion to accept the August and September Treasurer's Report. C. Sharbrough second. Unanimously approved. **Bills** - H. Leavell purchased a multipurpose copier cost is under \$200. S. Burks - purchased 24 new light bulbs for use in the galleries in the amount of \$119.02. A. Taberner made motion to recommend that the Corporation reimburse S. Burks in the amount of \$119.02. T. Shaoul second. Unanimously approved. Also to recognize the donation by S. Burks for U-Haul rental in the amount of \$46.41. Received bill from Design Moods Gallery - Nancy White note cards 70 cards in the amount of \$122.50. H. Leavell made motion that the Corporation pay Design Moods Gallery the amount of \$122.50. S. Burks second. Unanimously approved. J. McGough presented a bill from Pure Country Weavers for four boxes of throws in the amount of \$999.08. H. Leavell made motion that the Corporation pay Pure Country Weavers the amount of \$999.0. A. Taberner second. Unanimously approved. C. Sharbrough delivered a check for \$25 from Suzanne Voelxen, Sandwich, MA representing one hour of research by C. Sharbrough.

**Reappointment** - A. Taberner made a motion to recommend to the Board of Selectmen the reappointment of Heather Leavell to another three year term. C. Sharbrough second. Unanimously appointed.

**Communications** - S. Burks drafted a letter to the Rotary Club to see if they were interested in co-sponsoring the middle school contest. J. McGough got call from Boston Globe. October Art Section - would we be interested? Cathy Bright needs to have an answer by 10/17/11.

**Fundraising** - Fall appeal letter should be ready to go for early November. Discussion ensued as to possible future fundraising efforts.

**Volunteer** - J. McGough distributed the volunteer report to the Trustees. J. McGough reported he has two more names for possible docents. Have 2 tours on Thursday 9/15/11. One at 10:00 a.m. One at 1:30 p.m. H. Leavell made motion to accept Volunteer Report. C. Sharbrough second. Unanimously approved.



**150th Anniversary** - A. Taberner will produce Calendar of Events for 150th. S. Burks doing a great job on Public Relations. S. Burks distributed and reviewed updated schedule of events. **Art Contest** - T. Shaoul reported that Jen Flores would be interested in being a judge for the middle school art contest. **Arlington Cultural Council** - A. Taberner spoke with Sharon Shaloo. The Grant deadline extension request was accepted. New date is 6/30/12.

**Art on the Green** - C. Luca reported everything set to go. S. Burks suggested we have a sign over the museum door so that people know the museum is there. Need volunteers for that day. Passed around sign up sheet. Went through raffle items. S. Burks thanked the Board for all items contributed. C. Luca will be in charge of the certificates.

**Sign** - S. Burks reported she will meet with Ed from United Sign Co. on Friday, September 23, 2011.

**Collections** - Rell Francis Collection - C. Sharbrough finishing graduate school with Dallin as practicum. Photographic collection as is. Will have it digitized. She will need some other supplies.

**Marketing** - J. Bates? reported Marketing Professor from Art Institute of Boston, Rick Rawlins, (won NEMA awards) next few classes will help us. H. Leavell will speak to class on Dallin hoping they could help with brochure/rack card.

**New Business** - Reminder Arlington Open Studios. October 15-16, 2011. Need volunteers to man table. Dottie Burt donated a Sacajewea necklace to the museum. J. McGough will send thank you note.

Meeting adjourned at 9:10 p.m

Terry Shaoul,  
Recording Secretary